

LEGAL NOTICE TO BIDDERS

Sealed bids (or Request for Proposals , where indicated as RFP) will be received at Mercer Human Resource Consulting, % Mr. Jim Fasano 3475 Piedmont Rd. N.E. Ste. 800, Atlanta, GA 30305 & Mercer Human Resource Consulting, % Amy Guido, 3131 E.

Camelback Road, #300 Phoenix, Arizona 85016 no later than 12:00 Noon, Wednesday November 9, 2005.

NOTE: PLEASE SUBMIT ONE ELECTRONIC COPY AND ONE HARD COPY OF YOUR PROPOSAL TO EACH OF THE ABOVE ADDRESSES AND INDIVIDUALS.

THE CITY OF MEMPHIS ENCOURAGES THE PARTICIPATION OF SMALL AND MINORITY BUSINESSES IN THE PURCHASING PROCESS.

- 1. RFP FOR EMPLOYEE ASSISTANCE PROGRAM AND WORK/LIFE FOR THE CITY OF MEMPHIS AND MEMPHIS LIGHT GAS & WATER.**

TIMELINE FOR PROPOSAL

RFP SENT TO VENDORS – OCTOBER 13, 2005

VENDOR QUESTIONS DUE – OCTOBER 26, 2005

VENDOR PROPOSALS DUE – NOVEMBER 9, 2005

VENDOR UPDATES TO MIC DUE – NOVEMBER 9, 2005

FINALIST INTERVIEWS/SITE VISITS – NOVEMBER 21, 22, 2005

FINALIST DECISION – DECEMBER 2, 2005

RFP IMPLEMENTATION PROCESS – JANUARY 2, 2006

EFFECTIVE DATE OF CONTRACT – FEBRUARY 1, 2006

QUESTIONS REGARDING THE RFP MUST BE E-MAILED TO JIM FASANO @ JAMES.FASANO@MERCER.COM.

By Order of the Mayor of the City of Memphis, Tennessee.

**Dr. W. W. Herenton
Mayor**

**JEROME SMITH
CITY PURCHASING AGENT**

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